

**Present:** Terry Spilsbury - Chair; Doug Neill - Vice Chair; Jeff Lessels - Ex Officio; Sharon Francis; Gabe Bailey; Alan Putnam; Dick Lincourt

**Alternates:** Jeremy Wood; Rosie Smith-Hull

**Public:** Scott Wade; Patrick Dombroski; Alissa Bascom; Peter Plunkett

**Employees present:** Liz Emerson; Sarah Davis - Secretary

Terry Spilsbury called the meeting to order at 7pm and read through the agenda. No new Task Force is ready to present at this time, Scott Wade has agreed to take further questions on the Community Facilities chapter.

**Minutes of Planning Board Meeting October 20th:**

Motion by Sharon Francis to approve the minutes of the meeting of October 20th, seconded by Rosie Smith-Hull.

Changes: Jeff Lessels: p.1, 8, line 4 change "recommenced" to recommended", p.2, para. 9, line 2 change "sure" to "shore", p.3, para. 2, line 3 change "for tax returns" to "to increase taxes per acre"p.4, para. 5, line 4 change "her" to "hers"; Terry Spilsbury: p.4, para. 5, line 5 change "applicant" to "individual's character"

All in favor, minutes approved with the exception of Dick Lincourt and Doug Neill who abstained as they were not present at the meeting and Jeremy Wood who was not appointed at the time.

Dick Lincourt requested all present to wear masks. Terry Spilsbury stated that having all members present is favorable for a productive meeting and therefore all members will defer to Dick Lincourt's request. Sharon Francis thanked all present for wearing masks.

Terry Spilsbury asked Patrick Dombroski to present his application.

**2020-ANFP-003: Robert & Deborah Burns and Ray Bobar & Candace Burns (Owners) Patrick Dombroski (Agent)** request final review of a .46 acre annexation from the property identified as Map 118 Lot 165 to Map 118 Lot 164 and is located at 88 & 89 Taylor Hill Road in the Mixed-Use (E) Zoning District.

Patrick Dombroski explained the changes requested as a lot line adjustment between lots 164 and 165; the owners are all family members. Ray Bobar Jr's lot was a weirdly shaped lot and this has been simplified by this plan. The plan is that .46 acres are annexed from Map 118 Lot 165 and given to Map 118 Lot 164. Patrick Dombroski stated there were issues with the garage as David and Julie Forsaith, lot 160 have rights to the garage, just the building, from almost 100 years ago. He asked for any questions.

**Motion by Jeff Lessels:** to accept the lot line adjustment application as complete, seconded by Doug Neill, all in favor, motion approved.

Rosie Smith-Hull asked about the lot numbers on the drawing versus the application: this appears as 64 & 65 on the application and 164 and 165 on the drawing. This will need to be corrected. Liz Emerson confirmed that there is only 1 elevation change which can be seen on the map. The water and sewer are already existing so if there were any changes it would be municipal as there are no wells or septic systems. The approval of the annexation would clean up the shapes of the lot. The fire hydrant has been removed as it is purely decorative. Liz Emerson sees no issue with the proposal.

Sharon Francis requested wording changes to the Administrative Review document to clarify the application. First bullet: insert "on their application" before "for contours"; bullet 2: insert "showing" before "water". Dick Lincourt thanked Liz Emerson for the administrative review document which was very well done.

Terry Spilsbury clarified that the application is not a land swap. Patrick Dombroski explained the changes as a land swap between lots 164 and 165 to make a straight line which makes more sense. Liz Emerson clarified that no land is being given from lot 164 to lot 165. It is all being taken from lot 165 and being given to lot 164.

Terry Spilsbury asked for any further questions on the application.

**Motion by Dick Lincourt:** move to approve the lot line adjustment of Robert & Deborah Burns and Ray Bobar & Candace Burns as presented including the 2 waivers that are requested, seconded by Sharon Francis, all in favor, motion approved.

The Planning Board thanked Patrick Dombroski for the clean application.

Terry Spilsbury moved the meeting to the Master Plan: the Energy, Utilities and Public Services Task Force will present on December 1<sup>st</sup>. Steve Smith has submitted his draft chapter on Transportation - as there will be at least one application on December 1st, Steve Smith will be asked to present his chapter at a later date.

Alan Putnam presented an update on the Education chapter and confirmed that the Task Force is close to completing their work, this Task Force will present in the New Year.

Gabe Bailey confirmed that there has been no recent progress with the Recreation chapter. This Task Force will present mid-January.

Dick Lincourt confirmed that the Land Use and Housing Task Force is close to completion of the Housing section with the exception of the breakeven analysis which is progressing well. Terry Spilsbury and Sharon Francis spoke about how to present this data in the chapter.

A discussion ensued on multi-family dwellings in town, and how the actual amount of units differ from the amount on the tax card and which properties came before the Planning Board and which have not for approval of those changes. Liz Emerson has an ongoing project to locate applications relating to multi-unit dwellings and ensure accurate details are recorded.

Regional Concerns is on hold pending completion of other chapters. Jeff Lessels explained what he is looking to include in his chapter including maps for local businesses, details of the Connecticut River and Trails.

Scott Wade spoke about the changes to the Communities, Facilities and Utilities chapter that were requested at the last meeting. These have been completed and he is happy to present these tonight if there is time. Scott Wade talked about the idea of having one space in town for all offices and the suggestion in the Economic Development presentation about building up. The Community Facilities Task Force's proposal is to investigate the possibility of building the current town office upwards since there is adequate parking in the current location. There is also a suggestion for a warrant article for the town

meeting in March 2021 to put together a study committee to thoroughly investigate town buildings and works required.

Terry Spilsbury moved the meeting to Administration: Solar Ordinance and Meadow View Apartment Sign:

**Solar Ordinance:** Liz Emerson handed out copies of the current Solar Ordinance and referred to discussion regarding the recent solar development on Sullivan Street. Liz Emerson referred to p.3, section 13.4 and suggested to change "Small Commercial Solar" from "Permitted Use" to "Use Permitted by Conditional Use Permit" for zones E, F-1, F-2, G-2. Terry Spilsbury spoke about the development on Sullivan Street which fully complies with the current regulations although it appears a significant development.

Liz Emerson confirmed that a public hearing would need to be held by January 11th in order for the article requesting the change to appear on the warrant for the Town Meeting in March 2021.

Sharon Francis and Terry Spilsbury spoke about considerations for developments to come to the Planning Board if they have off site impacts, such as parking requirements for maintenance or the views of residents regarding the development on Sullivan Street. Terry Spilsbury asked the Planning Board to decide if the change is to appear on the Warrant for the Town Meeting in March 2021.

Rosie Smith-Hull asked about the development on Sullivan Street and people "buying in" to the electricity. Liz Emerson confirmed that this definition is currently outside the remit of the Planning Board. Dick Lincourt spoke about being ambivalent concerning changes to the current Planning Board regulations with regards to solar development as domestic systems could be as obtrusive as commercial.

Doug Neill spoke about the solar development off South Main Street now being operational. Scott Wade confirmed that the Select Board approved the payment in lieu of terms of agreement last week. It was agreed that the development approval was given before the Solar Ordinance was put in place. Jeremy Wood spoke about the type of panels being used for this development being non carcinogenic.

Terry Spilsbury recommended that the Planning Board issue a Public notice of hearing to the Town of Charlestown to allow the public to discuss changing the Solar Ordinance.

**Motion by Gabe Bailey:** to post a hearing for a single amendment to the Solar Ordinance to change "p" to "cup" for small commercial solar for zones E, F-1, F-2, G-2, seconded by Doug Neill, all in favor, motion approved.

**Meadow View Apartment sign:** Liz Emerson spoke about the "new" apartment sign at Meadow View apartments for which there has been no application submitted. Liz Emerson asked if the Planning Board wants to have an application submitted by the owners. Terry Spilsbury stated that he does not feel that it is necessary for the owners to present an application to the Planning Board, Gabe Bailey agreed. Sharon Francis asked about lighting; it was agreed that the sign is not currently lit. Sharon Francis suggested writing a letter referencing the relevant ordinance and reminding the owners that should they ever wish to make any changes to reference the appropriate regulations. It was agreed that this is how to proceed; Liz Emerson will prepare and send out the letter.

Terry Spilsbury asked for any public comment, seeing none he asked Scott Wade to speak to the Planning Board.

Scott Wade spoke about the number of mobile homes that are coming into town or are moving around town and referred to the H.U.D. requirement which has a date of 1976. These are the mobile homes which have the least value and if taken because of non-payment of taxes will require demolition as they cannot be sold. Scott Wade suggested that Charlestown should have a different date in their regulations, maybe 1986 and changing yearly. Terry Spilsbury asked about criterion to distinguish, Liz Emerson spoke about specific zoning methods to regulate this area. Dick Lincourt confirmed that his Task force's recommendation is for an ordinance is to be passed stating that any mobile home being placed into town has to be a "new" mobile home. Jeremy Wood spoke about the Zoning Regulations requiring manufactured homes to be allowed which includes by definition mobile homes. Scott Wade asked about the number of mobile homes that are brought into town each year: Liz Emerson confirmed that this is a question for the town office. A discussion ensued on the changes in mobile homes within Charlestown: the current portion is one third of homes in Charlestown.

Sharon Francis said the 1976 date in the Charlestown Regulations refer to the H.U.D. change of requirements and the reason for this being the year in which new regulations concerning mobile homes were introduced. She is not aware of any changes that have been made subsequent to this date which was recent at the time of the first Master Plan but is now significantly old. A discussion ensued on what changes could be made and Terry Spilsbury asked the Land Use and Housing Task Force to propose their ideal.

Jeremy Wood spoke about any situation requiring a mobile home to be changed out should require the replacement home to be new.

Terry Spilsbury asked the Land Use and Housing Task force to include the mobile homes question as a part of their chapter and for the Planning Board to discuss this further once the chapter has been completed.

A discussion ensued on Warrant Articles for the March 2021 ballot and the time lines for public hearings to be held to enable items to appear on the warrant.

Jeremy Wood suggested that a good time for a new public opinion survey would be around March 2021.

Sharon Francis spoke about the importance of taking time to look at Zoning Regulations and not rushing to have changes on the March 2021 ballot.

Terry Spilsbury agreed that getting ordinance amendments before voters by March 2021 is not the anticipated Master Plan time table, so any Task Forces wishing to accelerate a proposal would have to make their cases for any changes at the December 1<sup>st</sup> meeting

Terry Spilsbury asked for a motion to adjourn at 8.45, proposed by Gabe Bailey, seconded by Doug Neill, meeting adjourned.

Sarah Davis  
Secretary